Course: TRM 470-001/940 – Project Management  
Professor: Dr. John T. Legier Jr., Associate Professor  
Technical Resource Management (TRM) Program  
Email: jlegier@siu.edu  
Phone: (618) 453-8830  
Class Meetings: Tuesday 6:00 PM – 8:50 PM; ASA 112C (CLC 2)  
D2L Login Site: https://online.siu.edu/  
Office: ASA 103B (Across from ISAT Main Office)  
Office Hours: Tuesday 12:00 – 5:50 PM; Wednesday 12:00 PM – 4:00 PM; Thursday 2:00 PM – 4:00 PM  
Other hours by 24 Hour Advanced Appointment Only (see posted hours outside my office).  


Software: Students will be provided access to a fully licensed copy of MS Project 2013  

Course Description: This course is designed to provide students with an overview of the project management process based on the knowledge areas/processes developed by Project Management Institute (PMI). This course further provides an in-depth examination of the activities needed to successfully initiate, plan, schedule, and control the time and cost factors of the project from a technical management perspective. Course emphasis using the content of the PMBOK prepares a student for the Certified Associate Project Manager (CAPM) examination/certification.  

Prerequisites: Graduating Senior Status or Consent of School  

Course Objectives:  
The student will have acquired a basic understanding of:  

1. Understanding the origins of project, program, and portfolio management and their importance to enterprise success  
2. Describing various approaches for selecting projects, programs, and portfolios  
3. Explaining the main tasks involved in and outputs of initiating, planning, executing, monitoring and controlling, and closing projects  
4. Demonstrating knowledge of project management terms and techniques such as:  
   • The constraints of project management  
   • The project management knowledge areas  
   • Tools and techniques of project management such as:  
     ▪ Selection methods
- Work breakdown structures
- Gantt charts, network diagrams, critical path analysis
- Cost estimates
- Earned value management
- Motivation theory and team building

5. Applying project management concepts by working on a team project as project manager or active team member
6. Using Microsoft Project 2013 software to help plan and manage a project
7. Appreciating the importance of good project management
   - Share examples of good and bad project management
   - Prepare and present a presentation related to project management

Attendance Policy

Attendance to classes is mandatory. Absence from a class without prior permission from the instructor will result in a 10% deduction of the student’s total grade points received to date for each infraction. If an absence is unavoidable due to health or an emergency related problem, the student is responsible for contacting the instructor at their earliest convenience to ensure arrangements can be made to submit class assignments.

General Grading Criteria

All assignments must be neat and professional. As a technical manager or supervisor, professional, clear, and concise written documents are paramount in effective communications. Spelling, grammar, ability to analyze situations, and following directions will be stressed and graded accordingly.

Course Assignments: All assignments have deadlines for submission. Late assignments will NOT be accepted. It is the instructor’s prerogative to evaluate class performance which may dictate adjustments to readings, assignment due dates, and exam dates.

Class Participation: Meaningful participation in weekly class discussions and D2L discussion posts are a part of your final grade. This course will be delivered in a discussion group format in which your views, comments, and experience are valued. Online discussion questions covering PM topics will be assessed.

Exams/Quizzes

There will be two exams (Midterm and Final) covering chapter content to measure “the knowledge, comprehension, evaluation and synthesis of student’s learning” based on discussions and the deliverables/products from each class meeting. The Final Exam will not be comprehensive and only cover the remaining chapters of the course per the course outline provided below. Each of these exams will cover in-class discussions, supplemental presented materials, and course text readings. Exam review times will be provided at the instructors’ discretion. Exams are open book, open notes.

Class Deliverables / Products and Grading Scale

Deliverables are weekly course assignments to be completed by each student or team. These deliverables include but are not limited to: selected end of chapter Questions, assignments, and instructor assigned materials. Collaborative work between students for homework assignments is allowed, but each student/team is responsible for submitting THEIR OWN homework assignments. See the definition on Academic Dishonesty for further guidance below.
Class Deliverables / Products and Grading Scale

<table>
<thead>
<tr>
<th>Grading Scale</th>
<th>Deliverables / Products</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = 900 – 1000</td>
<td>Class Participation and Online Discussions (x 14 @ 5 pts ea)</td>
<td>140</td>
</tr>
<tr>
<td>B = 800 – 899</td>
<td>Team/Class Assignments</td>
<td>240</td>
</tr>
<tr>
<td>C = 700 – 799</td>
<td>Mid-Term Exam</td>
<td>150</td>
</tr>
<tr>
<td>D = 600 – 699</td>
<td>Team Presentation</td>
<td>70</td>
</tr>
<tr>
<td>F = ≤ 599</td>
<td>Final Exam</td>
<td>150</td>
</tr>
<tr>
<td></td>
<td>Team Final Project (Master Project Plan and MS Project file)</td>
<td>250</td>
</tr>
</tbody>
</table>

1000 Total Points

Deliverable / Product Submission Requirements

Course submissions of deliverables and product(s) will be submitted in MS Word 2010 - 2013 format. Other word processing formats may distort and/or provide unreadable content and will not be accepted. Assignment submissions **will be uploaded to D2L by the required due date**. All assignment submissions **will have your name/team names on the assignment AND in the file name. Failure to do so will result in 0 points for the assignment.** Specific document submission layouts and formats will be provided for each deliverable/product.

Team Project Management Presentations

Developing presentation skills is important for everyone, plus it’s a good way to share information. Each team member will assist in the preparation and presentation; all team members will be present as part of the project presentations. Team presentations must include at least three outside references, noted in footnotes, and a reference page. An electronic copy of your PowerPoint presentation is required to be provided to your instructor for full credit. Presentations will be evaluated based on content, delivery, and audience response.

Team Project Management Final Projects

The purpose of the team project (three to four individuals per team) is to use a structured approach to project management processes in a team setting. As a class, we will select projects, teams, and project team leaders. Each team will hand in the final project as a project notebook and in an electronic media at the end of the term to facilitate communications about the project. **At the discretion of the instructor, each team member will fill out a confidential assessment of the project [provided by the instructor] on the last day of class to provide feedback on each team member’s performance [this can affect a team members final grade].** Project leaders will also provide a short assessment of the projects, as applicable. Grades may vary based on individual performance. Team project leaders will earn a small amount of extra credit for successfully leading their project teams.
A complete breakdown of class readings, assignments, and due dates are provided in the following table (Class performance may dictate adjustments to readings, assignment due dates, and exam dates):

TRM 470 Course Text Chapters / Supplemental Reading Assignments and Deliverables/Products

<table>
<thead>
<tr>
<th>Meetings (Tuesday) Week of</th>
<th>Class Content/Discussion</th>
<th>Readings (before each class)</th>
<th>Deliverables / Products</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 January</td>
<td>Introduction to Project, Program, and Portfolio Management</td>
<td>Schwalbe Chapter 1; PMBOK Chapters 1 &amp; 2</td>
<td>Access to Microsoft Project 2010/13 Project Proposals (Teams)</td>
</tr>
<tr>
<td>26 January</td>
<td>Project, Program, and Portfolio Selection</td>
<td>Schwalbe Chapter 2</td>
<td>Access to Microsoft Project 2010/13 Team Project Proposals Finalized Chapter 1 Assignments TBA</td>
</tr>
<tr>
<td>2 February</td>
<td>Initiating Projects</td>
<td>Schwalbe Chapter 3; PMBOK Chapters 3, Chapter 4 Sec 4.1, Chapter 13 and Annex A1 pp. 418 - 426</td>
<td>MS Project 2010/13 Lab/Training Chapter 2 Assignments TBA</td>
</tr>
<tr>
<td>9 February</td>
<td>Planning Projects (Part I)</td>
<td>Schwalbe Chapter 4; PMBOK Chapter 4 Sec 4.2 through Chapter 7 and Annex A1 pp. 427 - 437</td>
<td>MS Project 2010/13 Lab/Training Chapter 3 Assignments TBA</td>
</tr>
<tr>
<td>16 February</td>
<td>Planning Projects (Part I)</td>
<td>Schwalbe Chapter 4; PMBOK Chapters 4 through 7 and Annex A1 pp. 427 - 437</td>
<td>MS Project 2010/13 Lab/Training</td>
</tr>
<tr>
<td>23 February</td>
<td>Lab and Project Discussions Mid Term Exam Review</td>
<td>Schwalbe Chapters 1 - 4; PMBOK Chapters 1 - 7, 13, and Annex A1 pp. 418 - 437</td>
<td>Chapter 4 Assignments TBA; Team Project Reviews</td>
</tr>
<tr>
<td>2 March</td>
<td>Mid Term Exam</td>
<td>Schwalbe Chapters 1 - 4; PMBOK Chapters 1 - 7, 13, and Annex A1 pp. 418 - 437</td>
<td>Online Exam</td>
</tr>
</tbody>
</table>

Spring Break - 3 March to 15 March
<table>
<thead>
<tr>
<th>Meetings (Tuesday)</th>
<th>Class Content/Discussion</th>
<th>Readings (before each class)</th>
<th>Deliverables / Products</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 March</td>
<td>Planning Projects (Part II) / Lab</td>
<td>Schwalbe Chapter 5; PMBOK Chapters 8 - 12 and Annex A1 pp. 437 - 443</td>
<td>Team Project Reviews</td>
</tr>
<tr>
<td>23 March</td>
<td>Planning Projects (Part II) / Lab</td>
<td>Schwalbe Chapter 5; PMBOK Chaps 8 - 12 and Annex A1 pp. 437 - 443</td>
<td>Chapter 5 Assignments TBA; Team Project Reviews</td>
</tr>
<tr>
<td>30 March</td>
<td>Executing Projects / Lab</td>
<td>Schwalbe Chapter 6; PMBOK Annex A1 pp. 444 - 450</td>
<td>Team Project Reviews</td>
</tr>
<tr>
<td>6 April</td>
<td>Monitoring and Controlling</td>
<td>Schwalbe Chapter 7; PMBOK Annex A1 pp. 450 - 458</td>
<td>Chapter 6 Assignments TBA</td>
</tr>
<tr>
<td>13 April</td>
<td>Monitoring and Controlling</td>
<td>Schwalbe Chapter 7; PMBOK Annex A1 pp. 450 - 458</td>
<td>Chapter 7 Assignments TBA</td>
</tr>
<tr>
<td>20 April</td>
<td>Closing Projects / Lab</td>
<td>Schwalbe Chapter 8; PMBOK Annex A1 pp. 459 - 461</td>
<td>Team Project Reviews</td>
</tr>
<tr>
<td>27 April</td>
<td>Best Practices in Project</td>
<td>Schwalbe Chapter 9</td>
<td>Chapter 8 Assignments TBA</td>
</tr>
<tr>
<td>4 May</td>
<td>Final Exam Review</td>
<td>Schwalbe Chapters 5 - 8; PMBOK Chapters 8 - 12, and Annex A1</td>
<td></td>
</tr>
<tr>
<td>5 - 11 May</td>
<td>Final Exams Week</td>
<td>Schwalbe Chapters 5 - 8; PMBOK Chapters 8 - 12, and Annex A1 pp. 437 - 461</td>
<td>Online Exam; Final Projects/Presentations Due</td>
</tr>
</tbody>
</table>
SIU Policy on “Incomplete (INC)” as a Course Grade:

The following text is taken from the 2014-2015 Undergraduate Catalog, p. 32:

“An INC is assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments. An INC must be changed to a completed grade within one semester following the term in which the course was taken, or graduation, whichever occurs first. Should the student fail to complete the course within the time period designated, that is, by no later than the end of the semester following the term in which the course was taken, or graduation, whichever occurs first, the incomplete will be converted to a grade of F and the grade will be computed in the student’s grade point average. Students should not reregister for courses in which an INC has been assigned with the intent of changing the INC grade. Re-registration will not prevent the INC from being changed to an F.”

Inclusive Excellence:

SIU contains people from all walks of life, from many different cultures and sub-cultures, and representing all strata of society, nationalities, ethnicities, lifestyles, and affiliations. Learning from and working with people who differ from you is an important part of your education in any class, as well an essential preparation for any career.

Mobile Technology Policy in the Classroom:

Students may use laptops, iPad’s, netbooks, e-Readers, smart phones, etc. during class if the use of these devices is specifically related to course instruction. All cell phones are to be turned to a vibration mode or off. Inappropriate use of laptops, cell phones, MP3 players, and any other inappropriate disruptive behavior(s) may lead to an individual’s removal from the class.

ISAT Policy on Academic Dishonesty (Approved 3/30/01)

The Student Conduct Code of SIU clearly spells out the University policy on Academic Dishonesty. Courses involving the use of the computer require extra consideration, because computer work is easily copied. This departmental policy is intended to provide additional guidelines for such cases. A copy of this policy will be included in the departmental student handbook and will also be available on the ISAT website at http://www.siu.edu/~isat/isatacademicdishonestypolicy.htm. Each faculty member will have a copy for his or her own use and for distribution to students.

Definition of Academic Dishonesty

We define academic dishonesty to mean turning in material created by someone else and representing it as your own work or permitting others to represent your work as their own.

The following guidelines may be used to help in determining whether or not academic dishonesty has occurred:

1. The student turns in work (i.e., computer work) that is identical to or extremely similar to work turned in by another student or students, unless identical work is the expected norm.
2. When confronted, the student cannot explain the details of his or her work and the methods used to arrive at the solution.

Some Examples:
Academic Dishonesty has occurred:
- When a student turns in work created by someone else and represents it as his or her own work.
- When a student permits someone else to turn in his or her work and represent it as his or her own work.
- When a student copies work from another student.
- When a student copies answers from another student on a quiz, exam, or test.
- When a student uses notes or materials of any kind during a quiz, exam, or test (unless it is announced by the instructor as “open notes” or “open book”).
- When a student deliberately changes parts of computer work in an attempt to disguise the origin.
- When two or more students collaborate on a project that is supposed to be completed individually.

Academic Dishonesty has not occurred:
- When students have the instructor’s permission to collaborate on a project.
- When students receive appropriate help from instructors, graduate assistants, or other staff members involved with the course.
- When students help each other with syntax errors or other application-specific information that makes computer work easier.
- When students participate in a general discussion about the assignment, such as discussing the requirements for the assignment or general strategies for completion of the assignment.

Penalty for Academic Dishonesty

First offense: from a zero on the specific lab/assignment/project/exam to course grade of F.

Second offense: from course grade of F to suspension from the school.

Third offense: permanent suspension from the school.

Records of academic dishonesty will be maintained in the student’s file in the school advisor’s office, as well as in a master academic dishonesty file in the director’s office. When an incidence of academic dishonesty occurs, the faculty member will meet with the director to discuss the situation and determine the appropriate penalty.

SIUC Emergency Response Plan and Building Response Team Program

Emergency Procedures. Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the SIUC Emergency Response Plan and Building Emergency Response Team (BERT) program. Emergency response information is available on posters in buildings on campus, available on BERT’s website at www.bert.siu.edu, Department of Safety’s website www.dps.siu.edu (disaster drop down) and in Emergency Response Guideline pamphlet. Know how to respond to each type of emergency.

Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency. The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility.
ACKNOWLEDGEMENT OF READING AND AGREEING TO THE TRM 470-001/940 SPRING 2015 SYLLABUS

I ______________________________ have read and agreed to follow and adhere to the requirements of the TRM 470 Section 001/940 course as outlined in the provided syllabus.

Signed: _________________________________

Date: _________________________________

Return this form in an email or hard copy to your professor by the 2nd class meeting.
IMPORTANT DATES *

Semester Class Begins ................................................... 01/15/2015
Last day to add a class (without instructor permission): ........... 01/20/2015
Last day to withdraw completely and receive a 100% refund: ...... 02/01/2015
Last day to drop a course using SalukiNet: .......................... 04/05/2015
Last day to file diploma application (for name to appear in Commencement program): .............................................. 03/13/2015
Final examinations: ...................................................... 5/11–5/15/2015

Note: For outreach, internet, and short course drop/add dates, visit Registrar’s Academic webpage http://registrar.siu.edu/

SPRING SEMESTER HOLIDAYS
Martin Luther King, Jr.’s Birthday 01/19/2015
Spring Vacation 03/07—03/15/2015

WITHDRAWAL POLICY ~ Undergraduate only
Students who officially register for a session may not withdraw merely by the stopping of attendance. An official withdrawal form needs to be initiated by the student and processed by the University. For the proper procedures to follow when dropping courses and when withdrawing from the University, please visit http://registrar.siu.edu/pdf/ugradcatalog1314.pdf

INCOMPLETE POLICY~ Undergraduate only
An INC is assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments. An INC must be changed to a completed grade within one semester following the term in which the course was taken, or graduation, whichever occurs first. Should the student fail to complete the course within the time period designated, that is, by no later than the end of the semester following the term in which the course was taken, or graduation, whichever occurs first, the incomplete will be converted to a grade of F and the grade will be computed in the student's grade point average. For more information please visit: http://registrar.siu.edu/grades/incomplete.html

REPEAT POLICY
An undergraduate student may, for the purpose of raising a grade, enroll in a course for credit no more than two times (two total enrollments) unless otherwise noted in the course description. For students receiving a letter grade of A,B,C,D, or F, the course repetition must occur at Southern Illinois University Carbondale. Only the most recent (last) grade will be calculated in the overall GPA and count toward hours earned. See full policy at http://registrar.siu.edu/pdf/ugradcatalog1314.pdf

GRADUATE POLICIES
Graduate policies often vary from Undergraduate policies. To view the applicable policies for graduate students, please visit http://gradschool.siu.edu/about-us/grad-catalog/index.html

DISABILITY POLICY
Disability Support Services provides the required academic and programmatic support services to students with permanent and temporary disabilities. DSS provides centralized coordination and referral services. To utilize DSS services, students must come to the DSS to open cases. The process involves interviews, reviews of student-supplied documentation, and completion of Disability Accommodation Agreements. http://disabilityservices.siu.edu/

PLAGIARISM CODE

MORRIS LIBRARY HOURS
http://www.lib.siu.edu/about

SAFETY AWARENESS FACTS AND EDUCATION
Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here: http://safe.siu.edu

SALUKI CARES
The purpose of Saluki Cares is to develop, facilitate and coordinate a university-wide program of care and support for students in any type of distress—physical, emotional, financial, or personal. By working closely with faculty, staff, students and their families, SIU will continue to display a culture of care and demonstrate to our students and their families that they are an important part of the community. For Information on Saluki Cares: (618) 453-5714, or siucares@siu.edu, http://salukicares.siu.edu/index.html

EMERGENCY PROCEDURES
Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. We ask that you become familiar with the SIU Emergency Response Plan and Building Emergency Response Team (BERT) programs. Please reference the Building Emergency Response Protocols for Syllabus attachments on the following pages. It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency.

INCLUSIVE EXCELLENCE
SIU contains people from all walks of life, from many different cultures and sub-cultures, and representing all strata of society, nationalities, ethnicities, lifestyles, and affiliations. Learning from and working with people who differ is an important part of education as well as essential preparation for any career. For more information please visit: http://www.inclusiveexcellence.siu.edu/

LEARNING AND SUPPORT SERVICES
Help is within reach. Learning support services offers free tutoring on campus and math labs. To find more information please visit the Center for Learning and Support Services website:
Tutoring : http://tutoring.siu.edu/
Math Labs http://tutoring.siu.edu/math_tutoring/index.html

WRITING CENTER
The Writing Center offers free tutoring services to all SIU students and faculty. To find a Center or Schedule an appointment please visit http://write.siu.edu/

AFFIRMATIVE ACTION & EQUAL OPPORTUNITY
Our office's main focus is to ensure that the university complies with federal and state equity policies and handles reporting and investigating of discrimination cases. For more information visit: http://diversity.siu.edu/

Additional Resources Available:

SALUKINET : https://salukinet.siu.edu/cp/home/displaylogin

ADVISEMENT : http://advisement.siu.edu/

SIU ONLINE : http://online.siu.edu/

Spring 2015 R.O’Rourke